



**GAU**  
**THE AMERICAN**  
**UNIVERSITY**  
**GIRNE CYPRUS**

**FACULTY OF**  
**ARCHITECTURE, DESIGN &**  
**FINE ARTS**

**DEPARTMENT OF**  
**GRAPHIC DESIGN**

**INTERNSHIP LOG BOOK –**  
**2022**

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**STUDENT'S NAME & SURNAME :** .....

**DEPARTMENT :** .....

**MARK THE PROPER CODE:**

<b>Department of Graphic Design</b>	
	GRAD300- Printing Office
	GRA300- Printing Office
	GRAD400- Design Office
	GRA400- Design Office

**CHECKED AND APPROVED BY:**

Internship Committee Coordinator : .....

Internship Committee Member : .....

Internship Committee Member : .....

Head of the Department : .....

Approved by the Faculty Board no: ..... Date: ...../...../.....

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## 2. STUDENT INFORMATION

(This page is to be completed by the company manager/supervisor)

**USE CAPITAL LETTERS TO FILL IN.**

<b>STUDENT</b>	<b>FULL NAME</b>
	<b>STUDENT ID</b>
	<b>DEPARTMENT</b>
<b>COMPANY</b>	<b>COMPANY NAME</b>
	<b>FIELD OF SPECIALIZATION</b>
	<b>ADDRESS</b>
<b>SUPERVISOR</b>	<b>FULL NAME</b>
	<b>STATUS/TITLE</b>

**DATE:**

To the Faculty of Architecture, Design & Fine Arts

**I certify that the following record of summer practice has been completed by the above mentioned student.**

**Our evaluation of the work is given in the following page.**

**Company Name** : .....

**Name of the Manager** : .....

**Signature and Stamp** : .....

**Date** : ...../ ...../20...

### 3. ASSESSMENT FORM

(To be completed and signed by the company manager)

<b>FIELD OF WORK (please specify)</b>	
<b>WORKING DEPARTMENT(S) /AREAS:</b>	
<b>STARTING DATE: -----/-----/202.., COMPLETION DATE: -----/-----/202..</b>	
<b>NUMBER OF DAYS COMPLETED : ----- days.</b>	

<b>CRITERIA</b>	<b>EVALUATION (Excellent/Good/Fair/Poor)</b>
<b>ATTENDANCE</b>	
<b>INTEREST AND PARTICIPATION</b>	
<b>TECHNICAL KNOWLEDGE</b>	
<b>PRACTICAL ABILITY</b>	
<b>QUALIFICATIONS (Initiative responsibility and reliability)</b>	
<b>OTHER COMMENTS</b>	

**NAME and SURNAME** : .....

**SIGNATURE AND STAMP** : .....

## 4. DESCRIPTON OF DAILY WORKS

(To be completed by the student)

DAY	DATE	BRIEF DESCRIPTION OF JOB
1	...../ ...../20...	
TOPICS		
1.		
2.		
3.		
4.		

DAY	DATE	BRIEF DESCRIPTION OF JOB
2	...../ ...../20...	
TOPICS		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>3</b>	<b>...../ ...../20...</b>	
<b>TOPICS</b>		
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>4</b>	<b>...../ ...../20...</b>	
<b>TOPICS</b>		
<b>1.</b>		
<b>2.</b>		
<b>3.</b>		
<b>4.</b>		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>5</b>	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>6</b>	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		



<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
7	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
8	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>9</b>	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>10</b>	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>11</b>	<b>...../ ...../20...</b>	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>12</b>	<b>...../ ...../20...</b>	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>13</b>	<b>...../ ...../20...</b>	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>14</b>	<b>...../ ...../20...</b>	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>15</b>	<b>...../ ...../20...</b>	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>16</b>	<b>...../ ...../20...</b>	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>17</b>	<b>...../ ...../20...</b>	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>18</b>	<b>...../ ...../20...</b>	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>19</b>	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
<b>20</b>	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
21	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
22	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		



<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
23	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
24	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
25	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

<b>DAY</b>	<b>DATE</b>	<b>BRIEF DESCRIPTION OF JOB</b>
26	...../ ...../20...	
<b>TOPICS</b>		
1.		
2.		
3.		
4.		

## 5. EVALUATION

(Evaluative Comments to be completed by the Company Manager or Supervisor only)

<b>WORK COMPLETED</b>		
Signature: .....		
<b>COMPANY MANAGER OR SUPERVISOR</b>	<b>DATE:</b>	<b>STAMP:</b>
NAME : .....		
POSITION : .....		

# 6. INTERN EVALUATION SURVEY

(To be filled by the company representative)

The purpose of this survey regarding our internship student is to obtain your company's feedback about the quality of the academic programs being provided by the Girne American University, Faculty of Architecture, Design & Fine Arts. Thank you for completing this survey, we value your feedback, it helps us improve our academic programs.

A: Excellent B: Very good C: Good D: Fair E: Poor

## I. Knowledge

- 1. Design Minds & Skills ( A ) ( B ) ( C ) ( D ) ( E )
- 2. Communication Mind & Skills ( A ) ( B ) ( C ) ( D ) ( E )
- 3. Critical Thinking ( A ) ( B ) ( C ) ( D ) ( E )
- 4. Research Skills ( A ) ( B ) ( C ) ( D ) ( E )
- 5. Human Oriented Design ( A ) ( B ) ( C ) ( D ) ( E )
- 6. Construction Technology Knowledge ( A ) ( B ) ( C ) ( D ) ( E )
- 7. Sustainable Design ( A ) ( B ) ( C ) ( D ) ( E )
- 8. Codes and Regulations ( A ) ( B ) ( C ) ( D ) ( E )
- 9. Project Management ( A ) ( B ) ( C ) ( D ) ( E )
- 10. Professional Ethics ( A ) ( B ) ( C ) ( D ) ( E )
- 11. Historical Knowledge and Vision ( A ) ( B ) ( C ) ( D ) ( E )
- 12. Urban Knowledge and Vision ( A ) ( B ) ( C ) ( D ) ( E )
- 13. Informal Learning Mind & Skill ( A ) ( B ) ( C ) ( D ) ( E )

## II. General Comments

Please make any additional comments or suggestions, which you think would help us strengthen our programs in preparing our graduates to enter the work force in your field.

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## III. Information About Organization

- 1. **Organization Name :**  
.....
  
- 2. **Type of Business :**  
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